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8 April 1968

MEMORANDUM FOR: Members of CIA Publications
Requirements Study Group

SUBJECT : Requirements for Printing
and Reproduction Services

1. The next step in studying Agency printing capabilities is to determine total current and future requirements for printing and reproduction services.
2. The attached form "Recurring Printing Requirements", used by Printing Services Division to record work levied on it, is, we feel, a suitable form for gathering the information we need for our study. The columnar headings are, for the most part, self-explanatory. The blank PLANT can be omitted. Volume refers to the total number of copies requested. Distribution means the total number of addressees receiving copies (in most cases, multiple copies are sent to a single addressee). There is no column for Future Requirements; we suggest that a separate copy of the form be used to estimate future requirements and each column filled out where feasible.
3. Although the draft Working Outline for the study defines future requirements in terms of FY 1974, we feel that this is looking too far into the future to allow meaningful and realistic estimates. Accordingly, we suggest that for this phase of the study, future requirements be thought of as FY 1970 and not FY 1974.
4. Indicate in the Remarks column what printing capability -- PSD, own/other office capability, extra-Agency capability -- you would normally expect to fill

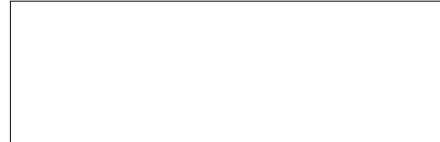
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the particular requirement. Thereby we shall be able to match total requirements against total capability.

5. Completed forms should be returned to the undersigned by 22 April 1968.

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Chairman
CIA Publications Requirements
Study Group

Attachment: a/s

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